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85-1820

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Date

1. DDA/CMS (Attn: Gladys)

2.

3.

4.

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REMARKS

#1 - FOR ACTION

20-1

(PLS PREPARE RESPONSE FOR DDA'S SIGNATURE)

SUSPENSE: 31 MAY 85

DO NOT use this form as a RECORD of approvals, concurrences, disposals,

Room No.—Bldg.

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ORM 41 (Rev. 7-76)

SSA

* GPO: 1983 O - 381-529 (232)

FPMR (41 CFR) 101-11.206

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17 May 1985

MEMORANDUM FOR: Deputy Director for Administration

FROM:

[redacted] Adviser

DCI Secretarial/Clerical Management Advisory Group (MAG)

SUBJECT:

Nominations for the DCI Secretarial/Clerical MAG

1. The DCI Secretarial/Clerical MAG will need a replacement for [redacted] of your office. [redacted] reassignment to the Office of Information Technology means that the MAG is losing one of its most experienced and productive members. Her replacement's term will run from June 1985 to January 1986 and the member will have the option at that time of extending her or his membership for another year. [redacted]

2. Nominees should be secretaries or clericals in the grade GS-06 to GS-09 range (with exceptions for higher graded senior secretaries), have at least two years of Agency experience, have a genuine interest in subjects affecting secretarial/clerical employees, and be capable of making a substantial contribution to the group. Nominees should be able to attend monthly meetings and be willing to devote some personal time to the group's projects. The members have just initiated the annual Secretary of the Year Awards, are heavily involved in working with the Office of Training on the new secretarial training program, and soon will begin working on a project for the Executive Director on career paths for secretaries and clericals. They hope the new candidate will share their enthusiasm and will contribute new ideas for group projects or issues. [redacted]

3. In selecting participants, please try to represent the various grade levels and the diverse secretarial/clerical elements in your organization (e.g., secretary/stenos, technicians, records management specialists, senior secretaries). (U)

4. Please forward your nomination to me, 7D00 Headquarters, before the MAG's next meeting on 12 June 1985. Information on the candidate's Agency experience and current assignment (including room and telephone number) will be appreciated. I can be reached on [redacted] if you have any questions or problems. [redacted]